UNITED
NATIONS

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Secretariat

ST/AI/378
22 October 1992

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: DELEGATION OF AUTHORITY FOR THE CLASSIFICATION OF POSTS IN THE GENERAL SERVICE AND RELATED CATEGORIES AT VIENNA*

1. The purpose of the present administrative instruction is to confirm that the authority for the classification of posts in the General Service and related categories at Vienna has been delegated to the Director-General, United Nations Office at Vienna, with the following restrictions:

(a) The initial classification of all posts in the General Service and related categories at Vienna will be subject to final approval by the Office of Human Resources Management;

(b) The authority for classification of posts proposed for reclassification at the highest level of the General Service category and those proposed for reclassification to the Professional category will remain with the Assistant Secretary-General for Human Resources Management.

2. In Director-General's Bulletin UNOV/DGB.5 dated 1 December 1989, and UNOV information circulars UN/INF.240 dated 30 January 1990, UN/INF.240/Add.1 dated 10 December 1991, UN/INF.240/Add.2 dated 11 December 1991, UN/INF.240/Add.3 dated 13 December 1991 and UN/INF.240/Add.4 dated 6 March 1991, staff at Vienna were informed of the implementation of common classification standards for posts in the General Service and Manual Worker categories at Vienna, of the classification system and of established procedures for implementation of and appeals against classification decisions.

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* Personnel Manual, index No. 2180.

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